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Acting Chief, Procurement Division

26 August 1953

Asst. Management Officer, ID/A Area

Planning Staff, Procurement Division, Logistics Office

REF : Memo dated 17 June 1953 to Chief, Admin. Staff, LO, from Acting Chief, Procurement Division

1. PROBLEM. To provide for the performance of certain staff duties in the Procurement Division.
2. FACTS BEARING ON THE PROBLEM. The organization of the Procurement Division provides for two Deputy Chiefs, one in charge of contract matters and the other in charge of purchasing.
3. DISCUSSION. The reference cited above recommends the establishment of a Planning Staff to (a) formulate policies and procedures, (b) conduct studies and surveys, (c) formulate procurement training programs, (d) recommend and coordinate assignment of procurement responsibilities, (e) review procurement plans of proprietary projects, and (f) other similar duties.

It should be noted that a number of these duties are inherent in the deputy chief and branch chief positions and the establishment of such a planning staff with functional responsibilities as outlined above would materially reduce the responsibilities of those positions. In particular this would apply to the formulation of policies and procedures, the study and survey of procurement methods and certain other duties listed in the reference cited above.

However, since the organization of the Division does not provide for an over-all deputy, it is obviously necessary for the Chief of the Division to furnish all of the over-all direction, including much detail work and study, to the operating elements of the Division. This condition seems to place an undue burden on the Chief of the Division.

With respect to the size of the staff indicated in the referenced memo it is noted that of the work proposed to be done by this Staff, the greatest volume at present is the preparation of Agency procurement regulations. Once the initial job of preparing these regulations is completed, maintenance of them will entail considerably less work.

#### 4. CONCLUSIONS.

- a. The creation of a Planning staff does not appear to be warranted.

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- b. There is need for a position such as Assistant to the Chief of the Division to assist that official with matters affecting the division as a whole.
- c. There does not appear to be sufficient need for the size staff proposed except temporarily for the purpose of expediting the writing of regulations.

5. **RECOMMENDATIONS.** It is recommended that:

- a. The Planning Staff not be established.
- b. A position of Assistant to the Chief of Division be established in the immediate Office of the Chief with duties and responsibilities as indicated in Attachment A.
- c. Such additional help as may be temporarily required be made available by detailing personnel from other parts of the Division.
- d. The position recommended in "b" be taken from the existing T/O.

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**CONCURRENCES:**

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